

**DOCUMENT NAME: Citibank Government
Travel Account (GTA)
DOCUMENT TYPE: 14**

1. **Description:** Common carrier transportation for official government business in conjunction with official temporary duty travel utilizing the unit's established Citibank Government Travel Account (GTA).
2. **Primary Forms:** Statement from Citibank.
3. **Related Forms:** CG-4251, Military and Civilian (TAD/TD) Request and Travel Order.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 1404904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
14	04	90	4	F	AB	001	000

5. **Accounting Line:**

SAMPLE: 2/F/401/136/30/0/AB/12345/2100

6. **FINCEN Critical Processing Requirements:** Account holders must reconcile monthly billing statements and promptly forward to **GTA Subsidiary, USCG Finance Center, P. O. Box 4105, Chesapeake, VA 23327-4105** with applicable travel order copies and any dispute notifications.
7. **Other Information:** Account holders may dispute questionable or unauthorized charges by providing written notification to FINCEN.
8. **FPD Information:**
 - a. Standard generic input is made through the Simplified Acquisitions Applet or created by FPD as a result of creation of a document type 11.
 - b. Obligations will NOT transmit electronically via FPD.

9. Document Flow:

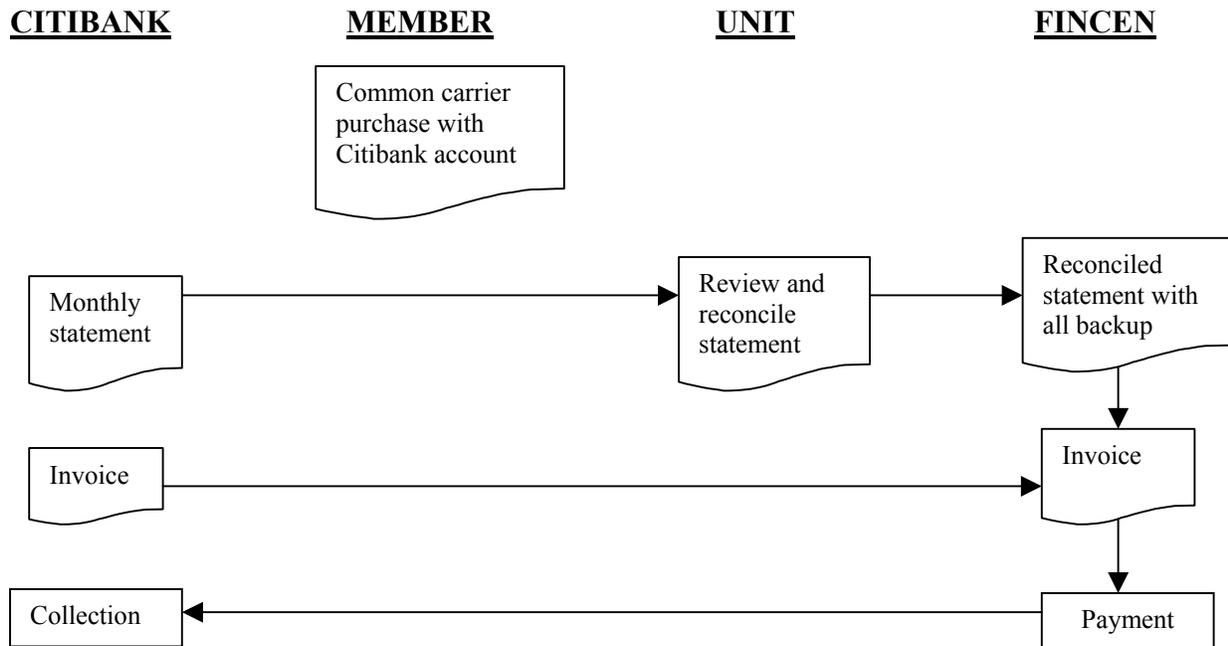


Figure 12C-15 Government Travel Account (GTA)

- Figure 12C-15 describes the procedures for processing Government Travel Account (GTA) transactions.
- Use the Citibank account in accordance with COMDTINST M4600.14 (series).
- When the unit receives its monthly statement it must review it and reconcile it against the accounting documents (individual travel orders, telephone log, receipts, and report from GSA Contracted Travel Management Center and forward a copy with **a copy of the travel orders to GTA Subsidiary, USCG Finance Center, P. O. Box 4105, Chesapeake, VA 23327-4105**. A copy is kept for the unit's files.
- Citibank bills FINCEN directly.
- FINCEN pays Citibank upon receipt of the statement. FINCEN will process payment within 30 days of invoice receipt date at the FINCEN.
- FINCEN distributes charges upon receipt of the reconciled statement and travel order copies from the unit account holder. If supporting documentation has not been received at the time of payment, FINCEN will contact the unit to obtain the documentation. If the unit does not provide the required documentation within 30 days of the request, FINCEN will charge the unit's AFC-30 funds.

10. Sample Forms: None.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1404904FAB001000	128F	04008FH2A	12345	2100	0.00	0.00	0.00	75.00

12. References: COMDTINST M4600.14 series, Travel Charge Card Program.